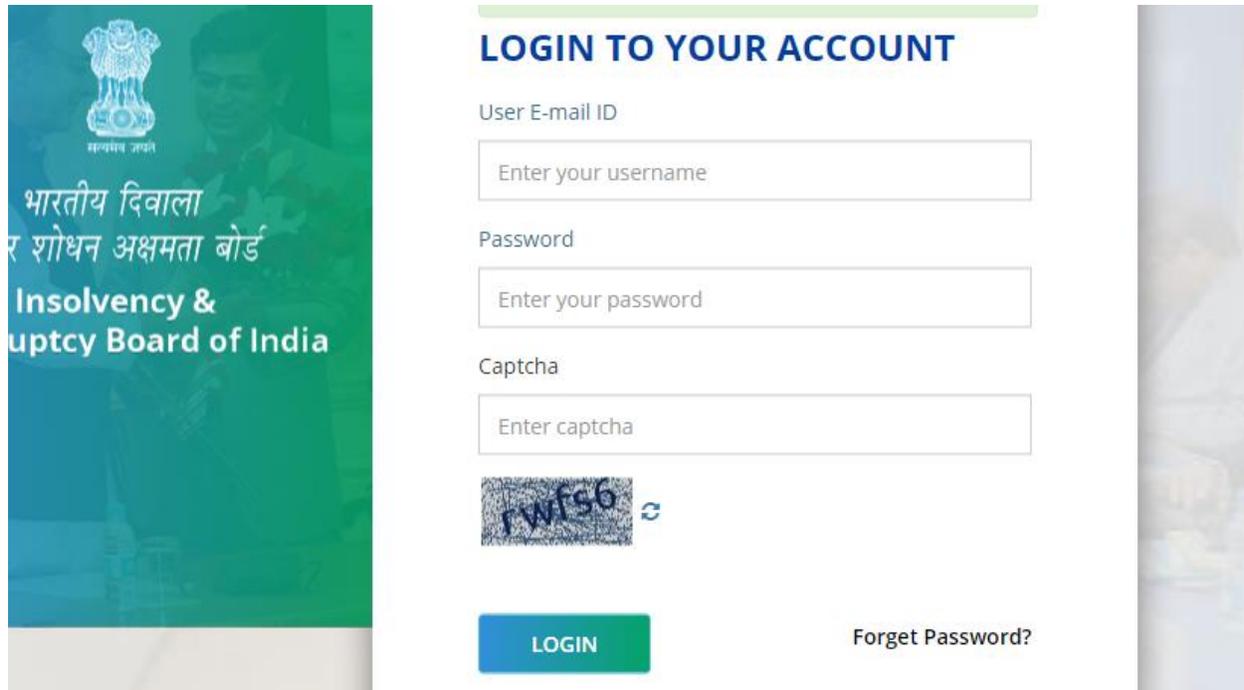


## Step by Step Guide to Fill CIRP Forms 1-6 and IP-1 Form

- Please visit the URL: <https://ibbi.gov.in/users/login>



**LOGIN TO YOUR ACCOUNT**

User E-mail ID

Password

Captcha

**LOGIN** [Forget Password?](#)

- Fill your login credentials (username and password) as already provided by IBBI and then click on **Login**. In case you have not received the username or password, send a mail to [ipreg@ibbi.gov.in](mailto:ipreg@ibbi.gov.in).

### **To fill IP-1 Form**

- click on **Form IP from the left panel**, IP-1 form will appear
- Then fill all details (at least mandatory fields)

Insolvency and Bankruptcy Board of India [IN] | ibbi.gov.in/cirp-form/add-cirp

भारतीय विवादाधीनता बोर्ड  
Insolvency and Bankruptcy Board of India  
Government of India

Ankita Bhatt  
Logout

Dashboard

- Professional Fee
- Update GSTIN
- EoI for Empanelment
- Form IP
- Assignments
- EoI for Sebi
- Change Password

## Form IP - 1

To be submitted to the Board within 3 days of relevant date

Relevant date*	Due date of Form	Delay in submission of Form	Reasons for delay**

\* Relevant date: For IRP/RP/ liquidator: Date of giving consent; For Voluntary liquidation: Date of passing Special Resolution to liquidate the company  
\*\* Reasons for delay is not required to be furnished in case the due date for submission of this form is before 15th September, 2019

**A. INSOLVENCY PROFESSIONAL:**

1. Details as per IBBI records

a. I.P. Registration No

b. Name

c. Address

d. Email Id

Page 2

10:55 PM  
15-Sep-19

Insolvency and Bankruptcy Board of India [IN] | ibbi.gov.in/cirp-form/add-cirp

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**Declaration:**

It is certified that the information given in Form- IP- 1 is true and correct and based on the petition filed with AA/ resolution passed by the CD, as the case may be.

\*To be digitally signed/ e-signed by IP

IP registration number

Date

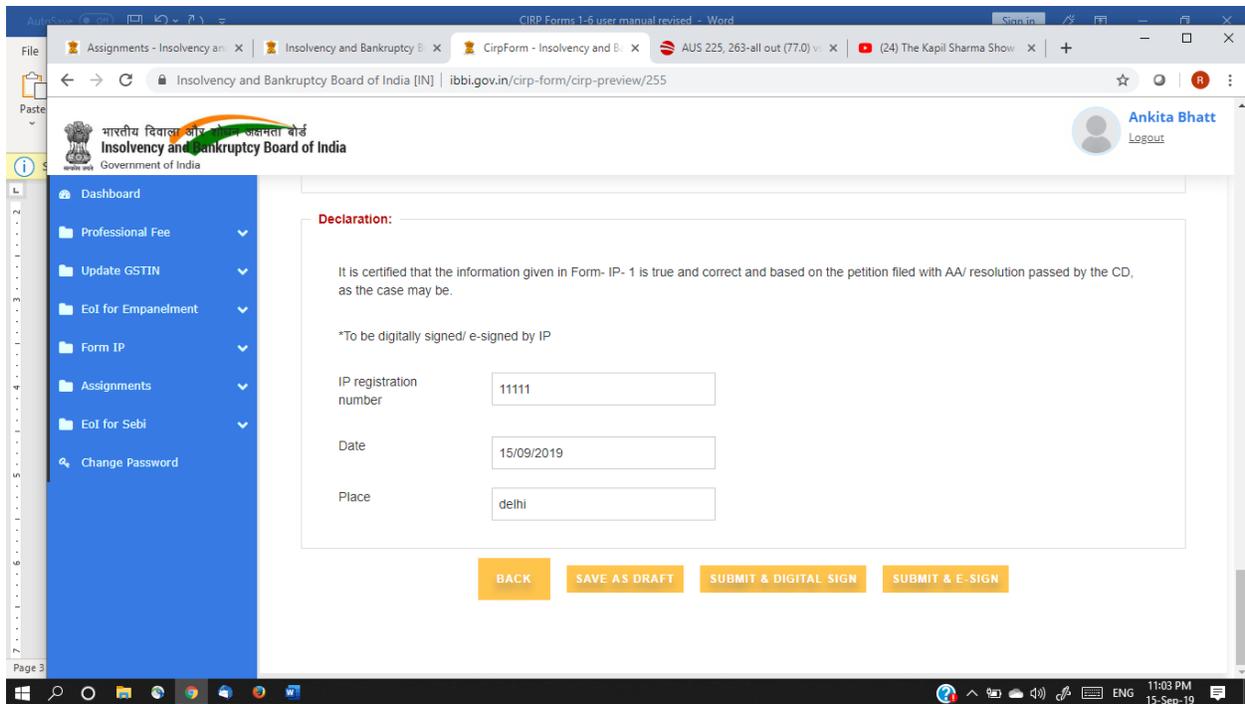
Place

SAVE AS DRAFT    SAVE AND NEXT

Page 2

11:01 PM  
15-Sep-19

➤ After filling all details then click on Save and Next



- Then you will see preview of the Form and now for final submission you have to submit the Form either using e-sign or DSC and you also have option to go back if you want do any changes in the Form.

## To fill Forms CIRP-1 to CIRP-6

- Go to **Assignments** Module from the left panel

Corporate Debtor	CIN/LLPIN	Appointed As	Appointment Date
12sep2019	L36911MH1986PLC040689	RP	01-02-2019
4 September Ritesh	12345678901234777777	RP	01-09-2019
4 September Ritesh	12345678901234777777	IRP	23-07-2019

- Click on Add Assignments Link, fill details then submit

## Add New Assignment

**Add New Assignment**

<p><b>Corporate Debtor*</b></p> <input style="width: 95%; height: 20px;" type="text"/>	<p><b>CIN/LLPIN*</b></p> <input style="width: 95%; height: 20px;" type="text"/> <small>Should not be greater than 21 character</small>
<p><b>Appointed As*</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>Select</span> <span style="margin-left: 10px;">▼</span> </div>	<p><b>Appointment Date*</b></p> <input style="width: 95%; height: 20px;" type="text"/>
<p><b>Upload Relevant Order (Optional)</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Choose File</span> <span style="margin-left: 5px;">No file chosen</span> </div>	<p><b>Remarks</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

SUBMIT

- Based on type of Appointment, link for different CIRP forms will be activated in a row as given below:

Corporate Debtor	CIN/LLPIN	Appointed As	Appointment Date	Relevant Order	Remarks	Submit Date	Status			
12sep2019	L36911MH1986PLC040689	RP	01-02-2019		Gems and jewelaz	12-09-2019	Approved	CIRP-3	CIRP-4	CIRP-5
CD Assignment	CINHU34	RP	01-05-2019			12-09-2019	Approved	CIRP-3	CIRP-4	CIRP-5
X 10SEP LML	L34101UP1972PLC003612	RP	02-07-2017			12-09-2019	Approved	CIRP-3	CIRP-4	CIRP-5
HDFC Deb	CIN230127637345678834	IRP	02-05-2019			11-09-2019	Approved	CIRP-1	CIRP-2	CIRP-6
X 10SEP LML	L34101UP1972PLC003612	IRP	30-05-2017		LML PUBLIC ANNOUNCEMENT COMMENTS-RITESH	10-09-2019	Approved	CIRP-1	CIRP-2	CIRP-6

- When you add an assignment as an IRP then Form CIRP 1,2 and 6 will appear and when you add a assignment as a RP then Form CIRP 3,4,5 and 6 will appear.
- Then you have to click on Forms one by one for respective assignment

➤ If you select CIRP-6 then FORM 6 will appear as given below:

insolvency and bankruptcy board of india  
Government of India

Dashboard  
Forms CIRP  
Form IP  
Assignments  
EoI for Sebi  
Change Password

Form CIRP 6  
Fields marked with \* are mandatory

(To be filed with the Board within 7 days of the occurrence of event)

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12

**This E-Form is filed for intimation of:**

- I. Filing of application in respect of:
  - a. Preferential transaction
  - b. Undervalued transaction
  - c. Extortionate transaction
  - d. Fraudulent Transaction
- II. Raising of Interim Finance
- III. Insolvency resolution process for guarantors

➤ You need to fill details and then click on **SAVE AND NEXT** to proceed to next STEP you can also save draft of that step by just clicking on **SAVE AS DRAFT**

V. Exclusion of period of CIRP

VI. Premature closure of CIRP (appeal, settlement, withdrawal etc.)

VII. Request for liquidation before completion of CIRP

VIII. Non implementation of resolution plan as approved by AA

**Details of The Corporate Debtor:**

b. Name of the Corporate Debtor

a. CIN/LLPIN of Corporate Debtor

SAVE AS DRAFT SAVE AND NEXT

- After filling last step of the Form, you need to click on **preview and submit** to successfully save the Form and to proceed for final submission.

I declare that the contents of this form are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

**\*To be digitally signed/ e-signed by IP**

IP registration number

Date

Place

SAVE AS DRAFT

PREVIEW & SUBMIT

- Then you will see preview of the Form and now for final submission you have to submit the Form either using e-sign or DSC and you also have option to go back if you want do any changes in the Form

I declare that the contents of this form are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

**\*To be digitally signed/ e-signed by IP**

IP registration number

Date

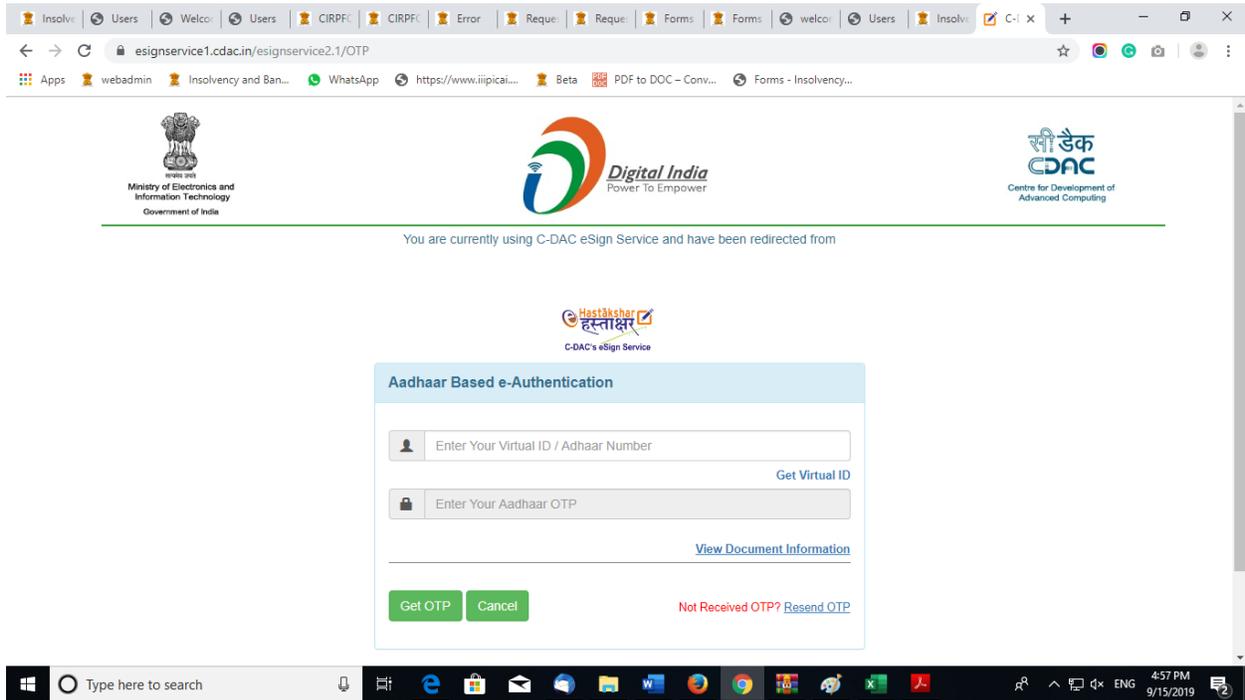
Place

BACK

SUBMIT & DIGITAL SIGN

SUBMIT & E-SIGN

- When you click on Submit & E-Sign then a new window will appear then you need fill details and then submit, your Form will be successfully submitted.



- When you click on submit & Digital Sign then you need to just fill password and to submit, your Form will be successfully submitted.
  - In case of any difficulty in filing the CIRP-1 to CIRP-6 forms or IP-1 form, please send a mail to [webdev@ibbi.gov.in](mailto:webdev@ibbi.gov.in) with a copy to [manpreet.k92@ibbi.gov.in](mailto:manpreet.k92@ibbi.gov.in) and [rammilan.singh@ibbi.gov.in](mailto:rammilan.singh@ibbi.gov.in)
  - **Once successfully signed, you will see a pdf file generated for your submission.**
-